A separate form must be used for each claimant.

WASHINGTON COUNTY TRAVEL CLAIM

	D	epartment			Date		
		Business Purpose					
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· ·	¢.		_				
-	<u> </u>		Paid To:				
• •	* Faid 10						
	Φ					_	
* These items need full	documentation, (i.e.,	a completed regi	stration form, tic	cket, invoice, a	igenda, etc.)		
		ate asked:	Sup	ervisor Initial	s:		
FROM_	<u>DF</u>	STINATION				<u>MILES</u>	
			Personal Auto	Total Miles Tr	aveled:		
					_		
			` •	mile reimburse	ement): \$_	_	
		•		CEMENIT AM	_¢ : • Talioi	_	
D LODGING	TOTAL MILEAGE	JK FUEL KECE	JET KEINIDUK	SEMENT AM	.OUN1		
TIME	TIME			DATE	OTV	AMOUNT	
DEPARTED	RETURNED	DDEAVE	ЛСТС Ф		<u> </u>	<u>AMOUNT</u>	
_	-		· 		-	\$	
_		_	_			· ———	
			· 	10.00		\$	
(Attach Detail List of	^c Incidental Expenses)		· -				
,	_		LS & LODGIN	G REIMBUR	SEMENT	\$	
	TO THE WIEN					•	
				WI KEIWIDUK	SEMENT	Ψ	
364- Sec 163	REGUL	AR PER DIEM AI	LOWANCE				
	U		Lodging:				
7:00 am 9:00 a	am \$ 8.00		Lodging with receipts to: \$99.00**				
			UT Lodging Sales Tax Account is 10-4960-809000				
	•	,			· ·		
ALE PER DIEM RATE	A: nttp://www.gsa.gov	I certify th	at the amounts o	claimed are ac	curate and p	per County policy.	
		Name:					
Account #				Signatu	ire		
		Address:					
	* Registration Fees * Lodging * Air fare * These items need full * AUTO MILES TRAY Vehicle was Available: FROM DEPARTED (Attach Detail List of 7:00 am 9:00: 11:00 am 2:00: 5:30 pm 8:00: CATE PER DIEM RATE	WRES (Expenses of this trip to be paid direct * Registration Fees \$ * Lodging \$ * Air fare \$ * These items need full documentation, (i.e., or any of the paid direct) * These items need full documentation, (i.e., or any of the paid direct) * AUTO MILES TRAVELED Vehicle was Available: Yes No D FROM DE * TOTAL MILEAGE (Company) * TOTAL MILEAGE (Company) * TOTAL MILEAGE (Company) * TOTAL MEAL * REGULATION OF TOTAL MEAL * REGULATI	Business Purpose ** Registration Fees \$ Paid ' ** Registration Fees \$ Paid ' ** Lodging \$ Paid ' ** Air fare \$ Paid ' ** These items need full documentation, (i.e., a completed region of the paid o	Business Purpose URES (Expenses of this trip to be paid directly to others:) * Registration Fees \$ Paid To: * Lodging \$ Paid To: * Air fare \$ Paid To: * These items need full documentation, (i.e., a completed registration form, tic. AUTO MILES TRAVELED Vehicle was Available: Yes No Date asked: Superior Motor Pool AVAILABLE (\$0.2875 per Motor Pool NOT AVAILABLE (\$0.575 per	Business Purpose URES (Expenses of this trip to be paid directly to others:) * Registration Fees \$ Paid To: * Lodging \$ Paid To: * Air fare \$ Paid To: * These items need full documentation, (i.e., a completed registration form, ticket, invoice, a completed registra	Business Purpose URES (Expenses of this trip to be paid directly to others:) * Registration Fees \$ Paid To: * Lodging \$ Paid To: * Air fare \$ Paid To: * These items need full documentation, (i.e., a completed registration form, ticket, invoice, agenda, etc.) AUTO MILES TRAVELED Vehicle was Available: Yes No Date asked: Supervisor Initials: FROM DESTINATION Personal Auto Total Miles Traveled: Motor Pool AVAILABLE (\$0.2875 per mile reimbursement): \$ Motor Pool AVAILABLE (\$0.575 per mile reimbursement): \$ OR Fuel Receipts: \$ TOTAL MILEAGE OR FUEL RECEIPT REIMBURSEMENT AMOUNT \$ DLODGING TIME TIME DEPARTED RETURNED RATE OTY BREAKFASTS \$ 8.00 LUNCHES \$ 10.00 DINNERS \$ 16.00 LODGING \$ (Attach Detail List of Incidental Expenses) INCIDENTALS \$ TOTAL MEALS, INCIDENTALS, & LODGING REIMBURSEMENT TOTAL TRAVEL CLAIM REIMBURSEMENT REGULAR PER DIEM ALLOWANCE Lodging without receipts: \$40.00 Lodging with receipts to: \$99.00** TOTAL TRAVEL CLAIM REIMBURSEMENT REGULAR PER DIEM ALLOWANCE Lodging with receipts to: \$99.00** Lodging without receipts to: \$99.00** Lodging without receipts to: \$99.00** Lodging with receipts to: \$99.00** Lodging with receipts to: \$99.00** Lodging with and the amounts claimed are accurate and processed to the amounts claimed are accurate and p	